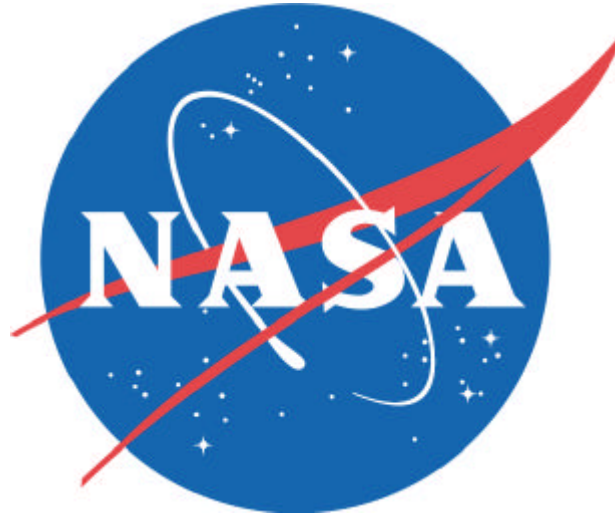


Responsible Office: Code Z  
Subject: Policy Development



Office of Policy and Plans

Office Work Instruction

Policy Development

Original Approved by:  
Lori B. Garver  
Associate Administrator  
Office of Policy and Plans

Responsible Office: Code Z  
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## DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Revision	A	2/29/00	To insert linkage between steps 6.5 and 6.6 of Flowchart.

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## **1. Purpose**

The purpose of this procedure is to develop (i.e., identify, frame, coordinate, and articulate) Agency positions on policy matters applicable to all Agency programs and activities, and disseminated as policy statements.

## **2. Scope and Applicability**

This OWI covers the development of Agency-wide policy positions articulated in a variety of policy statements. It applies to all NASA organizations (Enterprises, Functional/Staff offices, and Centers, including the Jet Propulsion Laboratory).

## **3. Definitions**

Agency Policy Statement. An Agency policy statement describes corporate Agency policy applicable to all Agency programs and activities. The statement may take a variety of forms, depending on the latitude allowed the Office of the Administrator by direction from the Congress or the White House. Generally, where the Administrator has discretion to vary policy or make exceptions to policy, the policy will be disseminated in an informal "Statement" signed by the Administrator. Policy direction governed by statute or Executive Order will be disseminated as a NASA Policy Directive according to NPD 1400, "NASA Directives System," and NPG 1400.1A, "NASA Directives System Procedures and Guidelines."

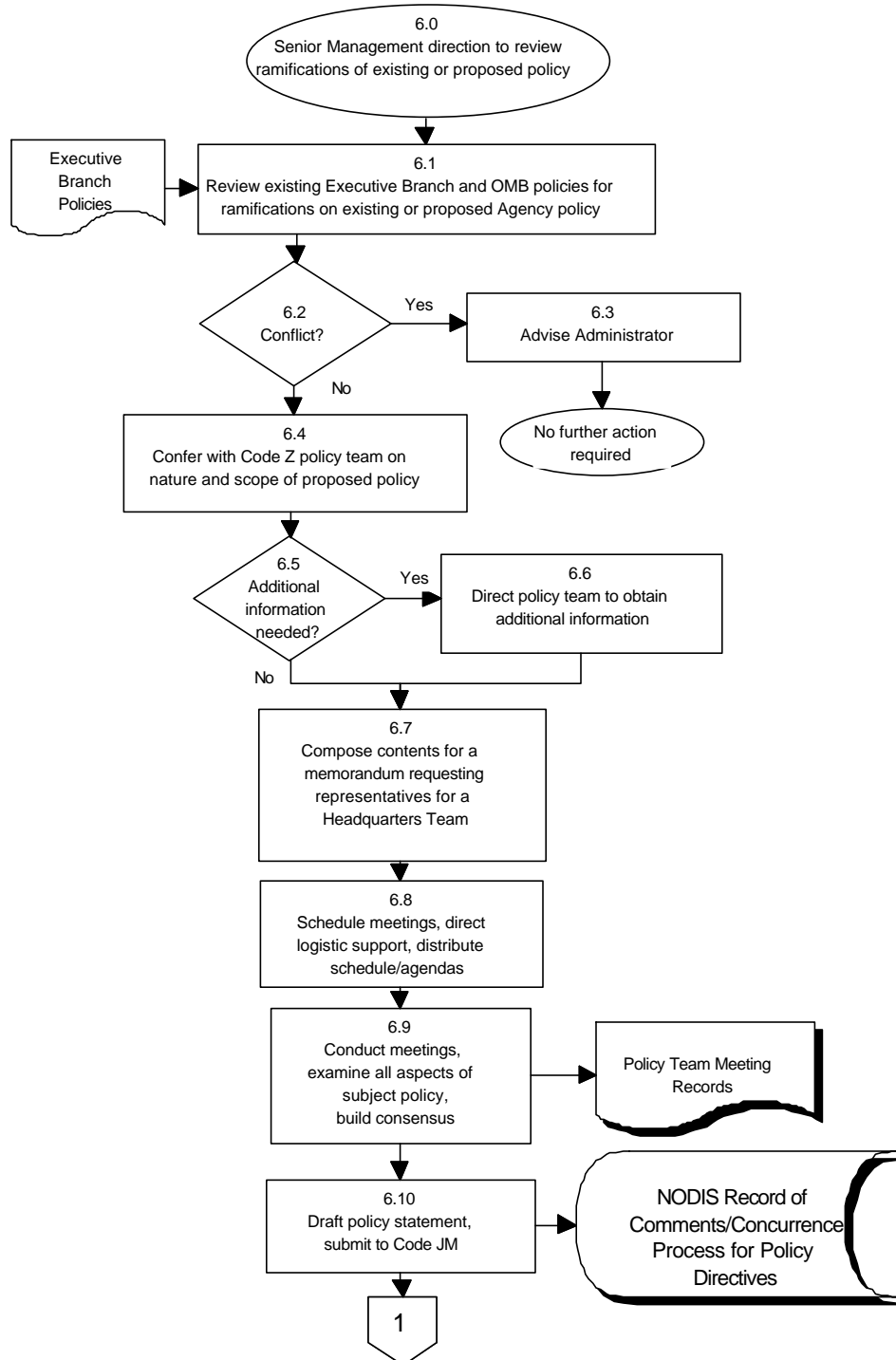
## **4. References**

- 4.1 42 U.S.C. 2473, National Aeronautics and space Act of 1958, as amended; Sect. 202 (a).
- 4.2 NHB 1101.3, The NASA Organization, Sect. 425.
- 4.3 NPD 1400, "NASA Directives System."
- 4.4 NPG 1400.1A, "NASA Directives System Procedures and Guidelines."
- 4.5 NPG 1450.11, "NASA Correspondence Management and Communications Standards and Style," Chapter 1.
- 4.5 Office of Management and Budget Circulars,  
<http://www.whitehouse.gov/omb/circulars/index.html>

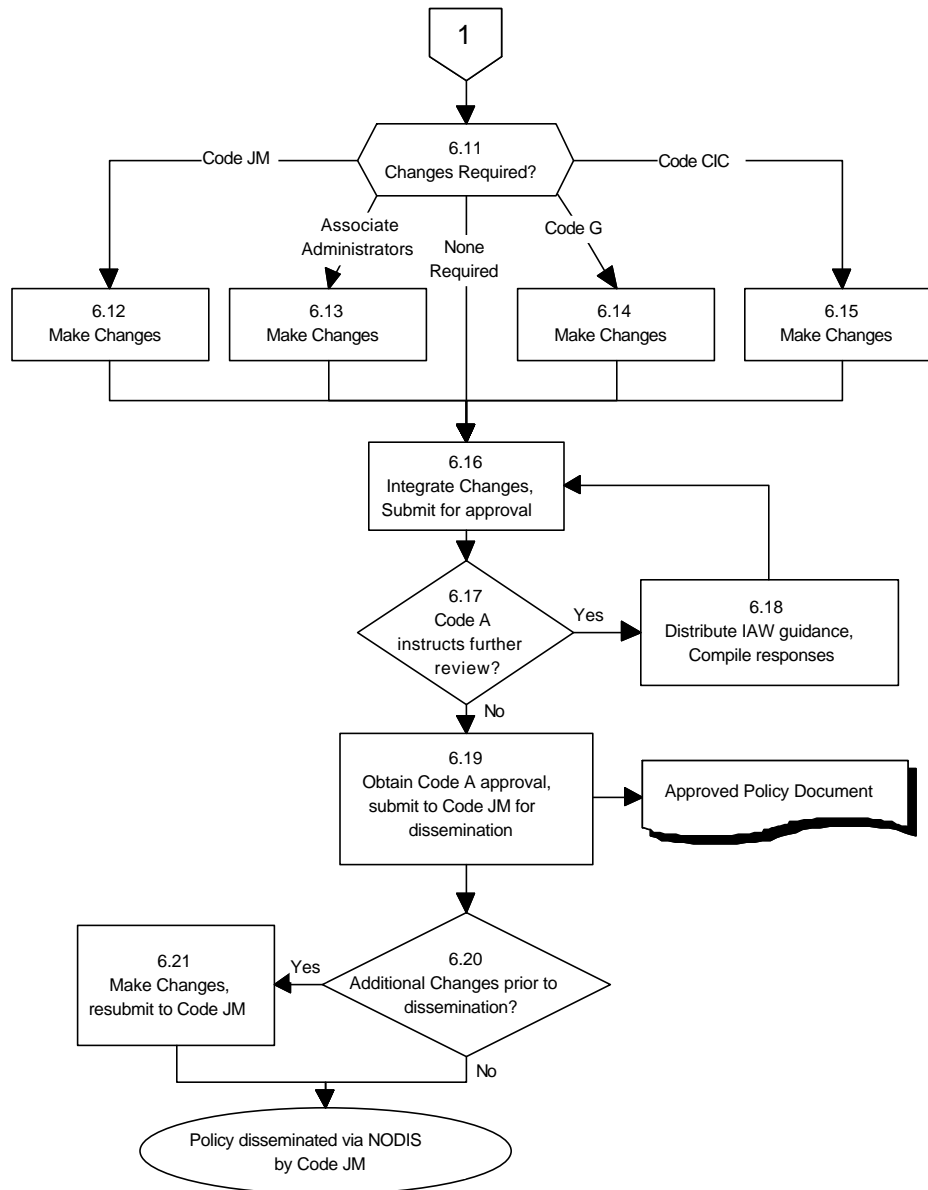
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4.6 Executive Orders of the President Related to Civil Space Programs,  
<http://www.whitehouse.gov/WH/EOP/OSTP/NSTC/html.html> and  
<http://www.hq.nasa.gov/office/codez.nstc4.html>

## 5. Flow Chart



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## 6. Procedure

Step	Actionee	Action
6.1	Director of Policy Development	In response to direction from NASA senior management to review ramifications of existing Executive Branch policy for current or proposed Agency policies, review current policies* for applicability and potential conflicts. (*Executive Orders of the President and Office of Management and Budget circulars).

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6.2	Director of Policy Development	Determines whether proposed Agency policy conflicts with existing Executive Branch or Office of Management and Budget (OMB) policy/guidance.
6.3	Director of Policy Development	Advises Office of the Administrator(Code A) that proposed policy conflicts with Executive Branch policies or OMB circulars. Process terminates.
6.4	Director of Policy Development	If proposed Agency policy is allowed by existing policy, confers with internal Code Z policy team to determine the desirable nature and scope of the allowable policy.
6.5	Director of Policy Development	Determines whether additional information will be needed.
6.6	Director of Policy Development	Directs policy team to obtain additional information.
6.7	Director of Policy Development	Compose contents of memorandum for Code Z Associate Administrator's signature requesting all other Associate Administrators to identify their organizations' representatives to a Headquarters Team to revise or develop the subject policy statement.
6.8	Director of Policy Development	Schedule meetings, direct office administrative staff to make additional logistic arrangements and distribute meeting schedules and agendas to Team members.
6.9	Director of Policy Development	Conduct meetings with Agency-wide team to examine all aspects of subject policy and identify consensus position on the content of the subject policy statement. Also use meetings as opportunities for consensus building, and mediating differences.
6.10	Director of Policy Development	Draft policy statement on basis on basis of information gathered in steps 6.1-6.6. (Version control: draft(s) are dated in document "footer"). Submit proposed policy statement to Code JM [NODIS], Management Assessment Division, for electronic dissemination, review, comment, and concurrence according to NPG 1400.1A, "NASA Directives System Procedures and Guidelines."
6.11	Director of Policy Development	Determines whether changes are required as a result of the review, comment, and concurrence cycle. Changes may be required by Code JM, any of the other reviewing Associate Administrators, Code G, or Code CIC.
6.12	Director of Policy Development	Make any changes (substantive, stylistic, or formatting) required by Code JM as a condition for initiating the NODIS concurrence process for proposed directive.
6.13	Director of Policy Development	Make any substantive changes required by other Associate Administrators as conditions of their concurrence. (Code JM then submits directive to Code G for legal review.)
6.14	Director of Policy Development	Make any stylistic or formatting changes required by Code G as a condition for returning proposed policy directive to Code JM.
6.15	Director of Policy Development	Make any stylistic or formatting changes required by Code CIC as condition for submitting proposed policy directive to Office of the Administrator for signature.
6.16	Director of Policy Development	Once all changes are completed and integrated into the proposed policy, submit the document thru Code CIC to Code A for approval and signature.
6.17	Code A	The Office of the Administrator may decide that further review by senior officials is prudent to confirm the NODIS review/ concurrence cycle (steps 6.10 through 6.16)

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6.18	Director of Policy Development	If senior official review is decided, the proposed policy is returned to Code Z, who complies with Code A guidance for obtaining senior official review. Responses are compiled and the proposed policy is resubmitted for Code A approval.
6.19	Director of Policy Development	If no senior official review was directed, or once all senior official reviews have been addressed to the satisfaction of Code A, obtain Code A approval. Submit the approved policy to Code JM for dissemination.
6.20	Director of Policy Development	Determine if additional changes are required by Code JM as a condition for disseminating the now-official policy document. If no further changes are required, Code JM disseminates the policy via NODIS
6.21	Director of Policy Development	Should additional changes be required, make the changes and resubmit to the policy document to Code JM for dissemination via NODIS

## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Policy Team Meeting Records	Director of Policy Development	Code Z Suite	Hard Copy	1.13 ( C )	Destroy When Obsolete
NODIS Record of Comment/Concurrence Process for Policy Directives	Office of Mgmt Systems	NODIS	Electronic	1.13	Permanent
Approved Policy Document	Administrator's Correspondence Unit (Code CIC)	Code CIC Suite	Hard Copy	NPG 1441.1C	Varies by content, according to NPG 1441.1C

APPENDIX: None ]